

April 20, 2006

To: LCOG Executive Committee
From: Bob Swank
Subject: Request for Proposals for Audit Services
Action Requested: Approve Schedule

Background

At the March Executive Committee meeting it was decided that LCOG should conduct an open Request for Proposal (RFP) for audit services. The schedule for the FY06 audit is already set, and it would be difficult to conduct an RFP process and award a contract before the end of the fiscal year. Consequently, staff recommends the following schedule for the RFP for audit services.

Schedule

| | |
|---------------------------------------|-------------------|
| Advertise/issue request for proposals | January 10, 2007 |
| Solicitation protests due by 2 p.m. | January 17, 2007 |
| Final proposals due by 2 p.m. | January 31, 2007 |
| Proposals evaluated | February 9, 2007 |
| Interviews conducted by | February 23, 2007 |
| Notice of intent to award by | March 2, 2007 |
| Contract signed by | March 9, 2007 |